



AJMAN UNIVERSITY ALUMNI COUNCIL (AUAC) Alumni Council Bylaw

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ARTICLE 1 - NAME

The name of this organization shall be AU Alumni Council (AUAC). The council shall be an affiliate of Ajman University Alumni Association (AUAA)

ARTICLE 2 - PURPOSE

AUAC shares the University's commitment to advancement through promoting the interests of Ajman University in local communities, supporting alumni interests in AUAA's programs, informing members of the work, progress and needs of the University, encouraging students to attend AU, and providing financial assistance to students.

ARTICLE 3 – MEMBERSHIP FEE

There is no membership fee for joining AUAA or AUAC. Any graduate may become an AUAA member after updating his/her information with the Office of Alumni.



ARTICLE 4 – OFFICE OF ALUMNI

No member of the Office of Alumni may be a member or/and take a part in the voting process of the Alumni Council.

ARTICLE 5 – STURCTURE OF ALUMNI ASSOCIATION

There are two administrative bodies in charge of administering the Alumni Association:

The Alumni Council consists of 14 members who are AU graduates selected by AU committee. Its role is to represent the Alumni Association in the decisions pertaining to activities and services. The Council consists of a president, a vice president, an executive assistant and a public relations officer, in addition to ten members representing AU colleges who meet twice annually.

The Alumni Office is the executive body of the Association. It consists of the Alumni Office staff, which implements the decisions taken by the Alumni Council and ensures the execution of activities.

ARTICLE 6 - DUTIES OF OFFICERS

The President

Presides at all meetings of the Alumni Council

Authorized to speak on behalf of the Alumni Council

The Vice President:

Performs the duties of President in the absence of the President

Reports the activities of the Alumni Council to the Alumni Association whenever required

The Executive Assistant:

Records the proceedings of all meetings

Submits the minutes of meetings in a timely fashion

The Public Relations Officer:

Coordinate relations with public and private actors

Helps secure sponsorships and fundraising

ARTICLE 7 – FISCAL YEAR

The fiscal year shall be the academic year. It starts on September 1st and ends on August 30th of the following year.

ARTICLE 8 – TENURE & TERM

The newly elected officers take office at the beginning of the fiscal year following the close of the meeting at which they are selected. The term of officers is two (2) years, with officers eligible for re-selection to the same office for one additional term of two (2) years, and any officer who has served two (2) consecutive full two (2)-year terms shall not be eligible to serve as an officer until after a hiatus of at least two (2) years

ARTICLE 9 - SPECIAL COMMITTEES

The president of the Alumni Council appoints such other committees as are found necessary and advisable by the council member. Such committees shall be terminated automatically when their assigned tasks are completed.



ARTICLE 10 – CHAPTERS

Alumni Council may organize and encourage geographic or worldwide professional chapters. Each chapter consists of a committee of five volunteers namely; a president, a vice president, a media coordinator, an event coordinator and a fundraising coordinator.

The President:

Presides at all meetings

The Vice President:

Performs the duties of President in the absence of the President

Media Coordinator:

Responsible of all sort of publications

Event Coordinator:

Facilitate the event execution

Fundraising Coordinator:

Secure funds from different available entities.

ARTICLE 11- REPORTS

A month before the end of the fiscal year, each chapter shall submit to the Alumni council an annual report for the past fiscal year detailing its activities & expenditure. Each report shall also include a plan of activities and budget for the coming year. Those reports will assist both the Office of Alumni and the council in planning for the next year.

ARTICLE 12- MEETINGS

There shall be two regular meetings each year: one in the Fall Semester and one in the Spring Semester.

The President or any council member may call for an extraordinary meeting upon a prior written notice of seven members. The agenda of the meeting should be communicated to all members at least ten (10) days before the day of the meeting, except in the case of emergency.

ARTICLE 13- QUORUM

A simple majority of the Council members constitutes the quorum. The actions of the simple majority present at any meeting at which a quorum is fulfilled shall be valid. No member may vote by proxy.



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ARTICLE 14-VACANCY

If a seat in the Alumni Council becomes vacant, the candidate who was a runner-up in the last election may occupy such vacancy. Any member, who does not attend 3 consecutive meetings of the Council without justifiable causes shall then be filled as aforementioned.

ARTICLE 15-BUDGET

Each year the Council shall agree upon a budget in consultation with the University for the following fiscal year. In preparing this budget, the Council shall work within the University's budget cycle.

ARTICLE 16 – AMENDMENTS

The Bylaws herein may be amended at any ordinary meeting of the Alumni Council by a two-third vote, provided the proposed amendments have been included in the agenda and have been mailed to the members at least 30 days prior to the meeting. Any amendment must be approved by the University's higher management prior to becoming effective.